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PERSONNEL  
1958

INQUIRIES CONCERNING FORMER EMPLOYEES

1. The Office of Personnel is responsible for assisting certain former employees in finding employment outside of CIA. It is most desirable, therefore, that inquiries from prospective employers concerning former employees be referred to the Office of Personnel for coordination of reply. Otherwise, unintentional confusion, creating situations which may not be helpful to the individual or conducive to good public relations for the Agency are bound to occur.

2. It is requested that all officials who receive requests by letter or telephone for information concerning employees or former employees who are seeking employment refer such inquiries to 25X1A9a Mr. [redacted] Chief of the Personnel Operations Division, Office of Personnel, 1523 Curie, extension 2715. Mr. [redacted] will ensure 25X1A9a that the administrative, medical, cover and security materials bearing on each case are properly evaluated both in the interest of the individual concerned and the prospective employer.

3. Operating Officials will be responsible for bringing this notice to the attention of all supervisors.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

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*Medical  
Cover  
Security*

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*Prepared on 20 Feb - taken to Council - but not discussed.*

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*Discussed at Round-up 26 Feb - Mr B took to Mr. [redacted] for coordination and publication -*

**DRAFT**

1. The Office of Personnel is responsible for assisting certain former employees in finding other employment. It is most desirable, therefore, that inquiries from prospective employers be referred to Mr. <sup>25X1A9a</sup> [REDACTED] .....for coordination of reply.

2. Mr. <sup>25X1A9a</sup> [REDACTED] will insure that the administrative, medical, cover and security materials bearing on each case are properly evaluated both in the interest of the employee and the prospective employer.

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[REDACTED]

Mr. Stewart's notes